



System Development and Life-Cycle Management (SDLCM) Methodology

Subject Change Proposal	Type	Procedure
	Identifier	P-2502
	Effective Date	February 2002
	Revision No.	

Approval

CISSCO Program Director

1. PURPOSE

This procedure establishes the mechanism for proposing changes to baselined application or information systems. It describes the process for submitting a Change Proposal (CP) Form. Any change to baseline software or documentation that affects cost, schedule, or technical requirements must be authorized by the Nuclear Regulatory Commission (NRC) prior to implementation. For Maintenance tasks, modification of CLIN hours may be required.

2. APPLICABILITY

This procedure applies to all proposals to change baselined application or information systems software or documentation.

3. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*
- SDLCM Methodology Procedure P-2501, Configuration Control Board
- SDLCM Methodology Form F-2502, Change Proposal Form

4. PROCEDURE

4.1 Data Flow Diagram

The Change Proposal procedure has the five major steps identified in the data flow diagram shown in Figure 2502-1.

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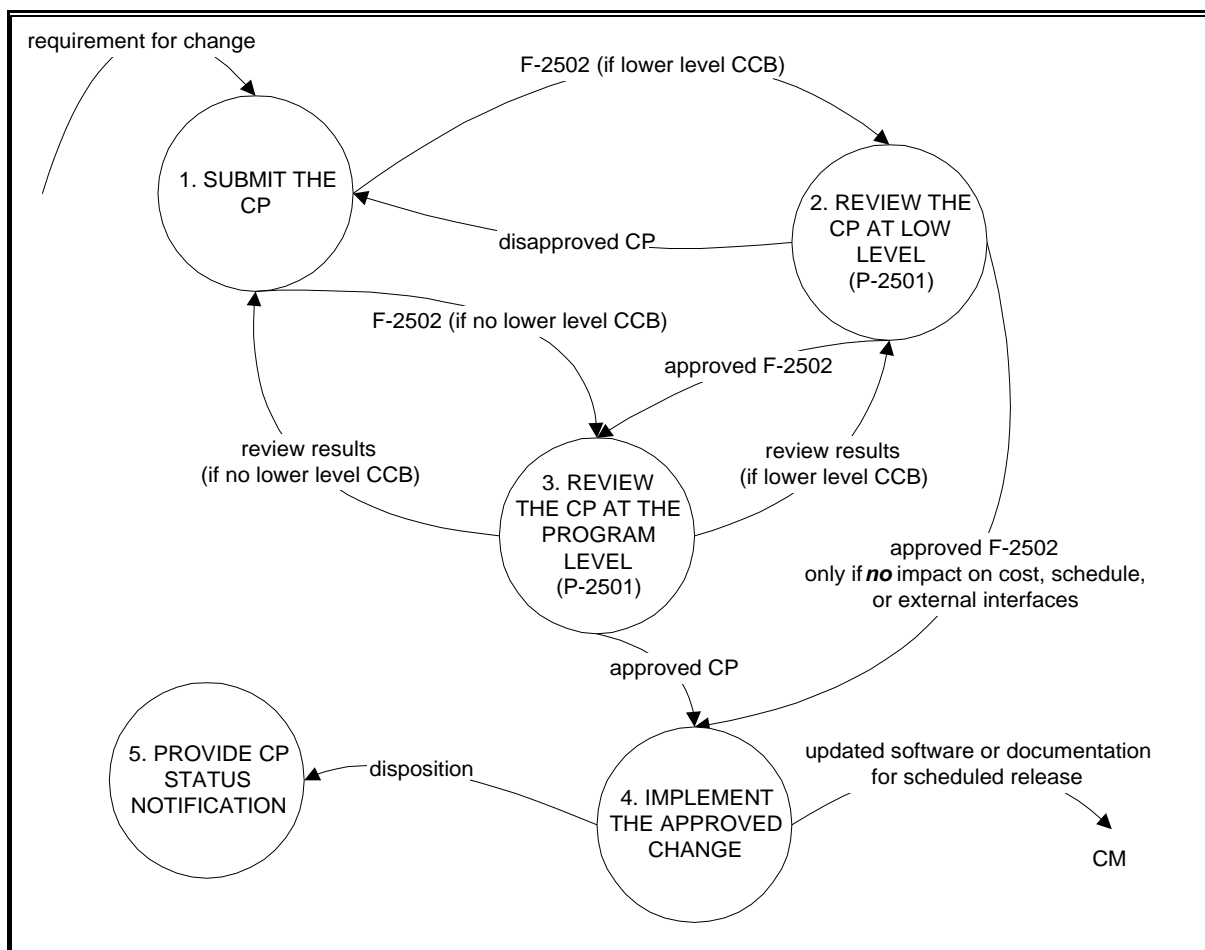


Figure 2502–1. Change Proposal Data Flow Diagram

4.2 Entry Criteria

The following input is necessary to begin this procedure:

- A recognized need for an addition, deletion, or modification to an existing baselined application or information system or its documentation set.

Either of the following events may trigger this procedure:

- A new system requirement
- The introduction of new technology.

4.3 Steps

Perform the following steps:

1. Submit the Change Proposal

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Any NRC personnel, member of the user community, or personnel from NRC contractor organizations may submit a CP.

To propose a change, use Change Proposal Form F-2502. Complete all blocks under "Proposal Originator Information" and "Change Information." Forward the CP Form to the originator's immediate supervisor for approval. The supervisor submits the form to the CM organization for processing as defined in SDLCM Methodology Procedure P-2501, Configuration Control Board.

If a CCB exists at the system, , or Task Area level, CM submits the CP Form to the lower level CCB; proceed to Step 2. If a lower level CCB does not exist for this application or information system, CM submits the proposal directly to the CISSCO Program level CCB for review; proceed to Step 3.

2. Review the proposal at the low level (if applicable)

The system, , or Task Area level CCB reviews the proposal (see Procedure P-2501).

If the proposal is disapproved, the CCB returns the CP Form to the originator. If it is approved, this CCB forwards the form to the CISSCO Program level CCB for review (Step 3). Note that the lower level CCB may forward the approved CP directly to Step 4 for implementation if and only if (a) the change does *not* affect cost, schedule, or external interfaces and (b) the lower level CCB has an appropriate agreement in place with the CISSCO Program CCB to permit bypassing Step 3.

3. Review the proposal at the CISSCO Program level

The Program level CCB reviews the CP (see Procedure P-2501).

If the CCB approves the proposal without change, it is passed to Step 4 for implementation. If the CCB (a) disapproves the proposal, (b) defers implementation of the proposal to a later date, or (c) approves the proposal with changes, then the CP is returned either to the lower level CCB (if one exists) or to the originator.

4. Implement the approved change

Follow CISSCO Program procedures to issue a statement of work and provide funding to implement the approved change using a suitable contract vehicle. The process for maintaining or enhancing an existing application or information system is described in the *SDLCM Methodology Handbook*. If the approved change is for a current developing a new system, follow program level procedures to issue an appropriate modification.

Deliver the final product to the Configuration Management (CM) organization for inclusion in the next release.

5. Provide CP status notification

CM notifies the originator of the final disposition of the CP.

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4.4 Exit Criteria

The outputs of this procedure are:

- A completed Change Proposal Form
- Materials required to update the system software and documentation at the scheduled release.

The results of the procedure are:

- The application or information system supports the implemented CP
- Alternatively, the originator understands why the CP was rejected.

4.5 Verification

Quality Assurance audits the CM libraries and directories to ensure that all steps have been followed and that all documentation and products required by this procedure are produced.

4.6 Roles

Table 2502-1 depicts the roles responsible for each step in the Change Proposal procedure.

Table 2502-1. Change Proposal Step-Role Table

Steps:	Change Proposal Originator	System, , or Task Area CCB	CISSCO Program Level CCB	CISSCO Contractor	CM
Submit the CP	P			S	R
Review the CP at low level		P			S
Review the CP at program level			P		S
Implement the CP				P	S
Provide CP Status Notification					P

Legend: P=Performs, R=Reviews, A=Approves, S=Supports